

22 April 1963

MEMORANDUM FOR: BR Branch and Section Chiefs

SUBJECT: Annual End-User Summary Reports on
Foreign Service Personnel

1. Annual End-User Summary Reports (Form DS-973) on all Foreign Service Officers (including Reserve and Staff) are due in State/PER/POD/PE by 30 May 1963. These Summary reports, unlike airgram appraisals and the intelligence evaluation of each post's reporting, are included in individual officer's performance folders, thus influencing future assignments and promotions. It is most important, therefore, that the reports be prepared carefully and objectively.

2. Only those officers who have contributed substantially to are rated. If an ambassador or other high-ranking officer has participated in the program to any degree, a narrative statement recognizing his contribution should be prepared, but he should not receive a numerical rating.

3. Instructions for preparing the reports will be found on the back of Form DS-973, sample attached. Extra copies of the form are available in my office, as are copies of last year's reports.

4. Please submit double-spaced drafts to me by c.o.b.
15 May 1963.

Attachment

State Dept. review completed